FIRE

RESPONSE TO FIRE OR ALARM
Do NOT assume the alarm is a false alarm.

STOP what you are doing immediately, remain calm and follow instructions.

EVACUATE, using appropriate exits and escape routes.

Use the stairs; NEVER use an elevator when exiting.

Once outside, proceed to designated assembly area or at least 50 feet away from the building.

Check in with the authority of your building.

Stay put until the “ALL CLEAR” signal is given by firefighters, campus safety officers, or police officers.

ATTEMPTING TO USE A FIRE EXTINGUISHER

REMEMBER: Only attempt to put out a fire if it is small and contained.

If you must leave, CLOSE THE DOOR BEHIND YOU!

This cuts off the fire’s oxygen supply, helping to keep it contained until help arrives.

HOW TO USE A FIRE EXTINGUISHER

PASS

- Pull the pin in the handle
- Aim the nozzle at the base of the fire
- Squeeze the lever slowly
- Sweep from side to side

HOW TO PREPARE

Familiarize yourself with your building.

Know the location of the nearest fire alarm pull box.

Know the location of at least two exits from your current position.

Count the doors or workspaces between you and the exit. In a power failure, it may be necessary to evacuate in the dark.

If you are above the first floor, know the evacuation stairwell that will help you reach the ground safely.

IF YOU DISCOVER A FIRE

Sound the alarm – Activate the nearest fire alarm pull station.

Evacuate the building immediately.

Call 911 from a safe location and report the details of the fire.

Extinguish the fire if the flames are small and contained and you have received training on the use of portable extinguishers. If not, close the door to contain the fire.

Report to designated meeting area.

IF YOU CATCH ON FIRE

- STOP
- DROP – to the
- ROLL - roll around to extinguish the fire